

MICHIGAN SUPREME COURT
STATE COURT ADMINISTRATIVE OFFICE

Trial Court Services



SAIVIPLE

Court Performance Innovation Fund Grant

FY 2014

Application

**Court Performance Innovation Fund Grant
Application
FY 2014**

Grant Period: 10-1-2013 – 9-30-2014

Applicant Court(s) Name: Address:	
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Project Director Name: Address: Phone Number: E-mail Address:	
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Key members involved in the project: (For example: chief judge, court administrator, financial officer, or other agency representative.)

Name:
Title:
Address:

Phone
Number:
E-mail
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Name:
Title:
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Project Description

Referring to the proposed outline in your pre-application, identify the goals of the project to improve court performance and state how progress toward reaching the goals will be measured. Please provide any statistical analysis related to establishing a goal and measuring progress toward reaching it.

SAMPLE

Provide a time line for implementing the project and evaluating progress toward reaching goals.

If this project is intended to be ongoing, explain the plan for financially sustaining changes adopted through this project if additional CPIF funds are not available.

Describe the plan for evaluating the project and its outcome.

If the project successfully attains its goals, how might other courts benefit from this project?

Budget

Identify expense categories and the amount required for each category.

Budget Summary		
Categories		Amount Required
	(e.g. Personnel)	(e.g. \$24,000)
A		
B.		
C.		
D		
E.		
Total Project Cost		

Budget Narrative

Provide detail for each expense category. (e.g. cost of unit X number of units = total)

Categories	
A.	
B.	
C.	
D.	
E.	

Nonsupplanting

The nonsupplanting requirement mandates that CPIF may be used only to supplement (increase) a grantees' budget. The grant may not supplant (replace) state, local, or tribal funds that a grantee otherwise would have spent on positions if it had not received CPIF award.

This means that if your court plans to:

- a Hire new positions (including filling existing vacancies that are no longer funded in your budget). Your court must hire these additional positions on or after the official grant award start date and above its current budgeted (funded) level for positions.
- b Rehire personnel who have already been laid off (at time of the application) as a result of state, local, or tribal budget cuts. Your court must rehire the personnel on or after the official grant award start date and maintain documentation showing the dates(s) that the personnel were laid off and rehired;
- c Maintain personnel who are (at the time of application) *currently scheduled to be laid off on a future date* as a result of state, local, or tribal budget cuts. Your court must continue to fund the personnel with its own funds from the grant award start date until the date of the scheduled lay-off (e.g., if the lay-off is scheduled for October 1, then funds may not be used to fund the personnel until October 1, the date of the scheduled lay-off), and maintain documentation showing the date(s) and reason(s) for the lay-off. [Please note that as long as your agency can document the date that the lay-off would occur if the CPIF were not available, it may transfer the personnel to the CPIF on or immediately after the date of the lay-off without formally completing the administrative steps associated with a lay-off for personnel.]

Documentation that may be used to prove that the scheduled lay-offs are occurring for local economic reasons unrelated to the availability of CPIF may include (but are not limited to) council or departmental meetings, memoranda, notices, or orders discussing the lay-off; notices provided to individual personnel regarding the date(s) of the layoff; and/or budget documents ordering departmental and/or jurisdiction-wide budget cuts. These records must be maintained with your court's CPIF grant in the event of an audit, monitoring, or other evaluation of your grant compliance.

Assurances

1. Applicants must provide assurance that there has been, and will continue to be, appropriate consultation with all affected agencies in planning and implementing the Court Performance Innovation Fund grant.
2. If the project is intended to be ongoing, applicants must provide assurance of the jurisdiction's intention to continue the program after funding from the CPIF has been exhausted.

3. Applicants must provide assurance that all recipients of funding under this grant program are required to comply with nondiscrimination requirements contained in various federal and state laws. Each applicant court should have a copy of its equal employment opportunity plan on file and available for review by the SCAO on request.
4. Applicants must assure that they and any subgrantees will not use funds from the CPIF for lobbying and that they will disclose any lobbying activities related to the CPIF.
5. Recipients of funding under this grant agree that all expenditures, including personnel services, contractual services, and supplies, shall follow the standard procedures of their court. The grantee's accounting system must maintain a separate fund or account to support expenditures. Recipients of funding agree to maintain accounting records, following generally accepted accounting principles, for the expenditure of funds for purposes identified in the budget and any budget amendments.
6. State funds may not be used to replace (supplant) funds that have been appropriated for the same purpose.
7. Recipients of funding will assure that the Michigan Supreme Court, the SCAO, the local government audit division of the Michigan Department of Treasury, the State Auditor General, or any of their duly sworn authorized representatives shall have access to and the right to examine, audit, excerpt, copy, or transcribe any pertinent financial transactions, accounting records, or other fiscal records related to this grant. Such records shall be maintained for a period of five years after completion of the grant project or until all the SCAO audits are complete for the fiscal period, whichever is later. Recipients shall provide quarterly reports on the funds expended by the court in the form required by the SCAO.
8. Applicants agree to collect and provide program data in the form and manner required by the SCAO and to participate in follow-up and evaluation activities.
9. The SCAO may suspend funding in whole or in part or terminate funding for the following reasons:
 - a. Failure to comply substantially with the requirements of the grant program, which includes the submission of the required reports submitted within the time frames listed.
 - b. Failure to make satisfactory progress toward the goals or strategies set forth in this application.
 - c. Failure to adhere to the requirements of the grant contract.
 - d. Proposing or implementing substantial plan changes to the extent that the application would not have been selected for funding.

- e. Filing a false certification in this application or other report or document
- f. Other good cause shown.

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